

## 1.5 9 October 2018 - Audit and Risk Committee minutes for confirmation

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TO	Audit and Risk Committee
FROM	Ariana Wickliffe - Governance Team Leader
DATE	12 November 2018
SUBJECT	<b>9 October 2018 – Audit and Risk Committee minutes for confirmation</b>

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### 1 Purpose of Report

As per Council's Standing Orders, the Audit and Risk Committee must confirm the minutes of its previous meeting.

### 2 Suggested Resolution(s)

That the Audit and Risk Committee:

1. Confirms the minutes of the meeting held on 9 October 2018 as a correct record of proceeding.
2. Receives the minutes of the Development Contributions Sub-Committee meeting held on 30 October 2018.

### References-Tabled/Agenda Attachments

**Attachment A** *Unconfirmed – 17 July 2018- Audit and Risk Committee minutes*

**Attachment B** *Unconfirmed–30 October 2018 - Development Contributions subcommittee minutes for confirmation*



**UNCONFIRMED Minutes**  
of the  
**Audit and Risk Committee**  
**Ordinary Meeting**

Date	9 October 2018
Venue	Council Chamber 515 Mackay Street Thames

**Present**

LA Fox (Chairperson)	HD Bartley MK McLean JP B Robertson TM Walker
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**In attendance**

**Name**

Paul Davies, Ariana Wickliffe, Bruce Hinson, Pieter Labuschagne, Angela Jane, Karl Dudley and Donna Holland.

<b>Meeting commenced</b>	9:00am
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## **1 Meeting conduct**

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### **1.1 Apologies**

An apology was received from Councillor Peters.

19/18  
ARC

#### **Resolved**

That the Audit and Risk Committee receives an apology from Councillor Peters.

**Moved/seconded by:** Fox/Robertson

### **1.2 Public forum**

There were no speakers in the public forum.

### **1.3 Items not on the agenda**

No further items were added to the agenda.

### **1.4 Conflict of interest**

No conflict of interests were declared.

### **1.5 Minutes for confirmation**

20/18  
ARC

#### **Resolved**

That the Audit and Risk Committee confirms the minutes of the meeting held on 17 July 2018 as a correct record of proceedings.

**Moved/seconded by:** Fox/Robertson

## **2 Reports**

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### **2.1 Workplace safety and wellbeing**

The Committee was provided with information regarding the management of health and safety risk. Councillor Walker noted the number of incidences around libraries was interesting. Bruce Hinson, Infrastructure Manager explained that the community management team had been working with the other social and community organisations and the ministry specifically in Thames to mitigate these issues. Mr Robertson advised the Committee that this was a common issue across all of New Zealand.

21/18  
ARC

#### **Resolved**

That the Audit and Risk Committee receives the 'Workplace safety and wellbeing' report, dated 27 September 2018.

**Moved/seconded by:** Fox/Bartley

## **2.2 Audit New Zealand report to Council on the interim audit for the year ended 30 June 2018**

The Committee was provided with Audit New Zealand's report to Council on the interim audit for the year ended 30 June 2018. Ms Holland indicated that all recommendations were completed apart from management independently verifying service provider performance information.

- 22/18 Resolved**  
ARC That the Audit and Risk Committee receives the 'Audit New Zealand report to Council on the interim audit for the year ended 30 June 2018' report, dated 21 September 2018.

**Moved/seconded by:** Fox/Bartley

## **2.3 Endorsement of the Annual Report 2017-18**

The Committee was asked to recommend to Council the adoption of the Annual Report 2017/18. Ms Holland tabled the changes made since the draft was sent to the Committee. The Committee noted some minor typos and Ms Holland acknowledged there were still some editorial changes to come.

The Committee took a staff excluded discussion with the Council's Audit Director.

- 23/18 Resolved**  
ARC That the Audit and Risk Committee:
1. Receives the 'Endorsement of the Annual Report 2017/18' report, dated 1 October 2018.
  2. Recommends to Council the adoption of the Annual Report 2017/18 subject to completion of minor editorial changes and clearance of the water response performance measure issue.

**Moved/seconded by:** Fox/Bartley

## **2.4 Members' report**

The Committee acknowledged staff for their work on the Annual Report.

- 24/18 Resolved**  
ARC That the Audit and Risk Committee receives the Members' reports.

**Moved/seconded by:** Fox/McLean

### **3 Public excluded**

25/18 **Resolved**

That the public be excluded from the following parts of the proceedings of this meeting namely:

<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution</i>	<i>Ground(s) under Section 48(1) for the passing of the resolution</i>
3.1 Public Excluded - Audit and Risk Committee minutes for confirmation	(7)(2)(g) – Maintain legal professional privilege.  (7)(2)(c)(i) – Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.	(48)(1)(a) – That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
3.2 Rates Remission request, Property affected by landslip – 43 Patui Ave	7(2)(b)(ii) – Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.  (7)(2)(e) – Avoid prejudice to measures that prevent or mitigate material loss to members of the public.	(48)(1)(a) – That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.
3.3 Public excluded- Corporate risks and issue	(7)(2)(g) – Maintain legal professional privilege.  (7)(2)(c)(i) – Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.	(48)(1)(a) – That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

<p>3.4 Public excluded- Update on litigation matters</p>	<p>(7)(2)(g) – Maintain legal professional privilege</p>	<p>(48)(1)(a)(i) – That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist. Where the local authority is named or specified in the First Schedule to this Act, under section 6 or section 7 (except section 7(2)(f)(i) of this Act.</p>
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30/18

**Resolved**

CL That the public be re-admitted to the meeting and resolutions taken with the public excluded be confirmed in the public session except for the following which are to remain in public excluded minute book.

**Item Business**

- 3.1 Public Excluded - Audit and Risk Committee minutes for confirmation
- 3.2 Rates Remission request, Property affected by landslip – 43 Patui Ave
- 3.3 Public Excluded - Corporate Risks and Issues
- 3.4 Public excluded- Update on litigation matters

**Meeting closed at 11:47am**

The foregoing minutes were certified as being a true and correct record of the meeting of the Audit and Risk Committee held on 9 October 2018.

Chairperson \_\_\_\_\_ Date \_\_\_\_\_



**UNCONFIRMED Minutes**  
of the  
**Audit and Risk Committee**  
**Development Contributions Sub-Committee**  
**Ordinary Meeting**

Date	30 October 2018
Venue	Council Chamber 515 Mackay Street Thames

**Present**  
LA Fox (Chairperson), MK McLean JP, TM Walker

**In attendance**  
**Name**  
Lisa Madgwick, Scott Summerfield, Angela Jane, Paul Davies

**Meeting commenced** 12:46



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## **1 Meeting conduct**

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### **1.1 Apologies**

There were no apologies received

### **1.2 Items not on the agenda**

No additional items were added to the agenda.

### **1.3 Conflict of interest**

No members declared a conflict of interest.

## **2 Reports**

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### **2.1 Reserves and Open Space strategy**

The Committee was provided with the project plan for the proposed Reserves and Open Spaces Strategy.

Mr Summerfield, Policy and Planning Manager, advised that the Reserves Strategy review was underway. A comprehensive list of reserves had been developed and included the Department of Conservation reserves. Mr Summerfield advised that the Census results were expected in March 2019 and these would be used to test the assumptions.

Member Walker queried how the Reserves calculation was created. Mr Dudley, Corporate Services Group Manager, advised that the Infrastructure strategy, non-infrastructure assets, reserves and projects information come together to inform depreciation and intergenerational/debts requirements. Projects are then analysed for level of service and additional capacity and some costs may be recoverable from reserve/development contributions.

The Committee requested that Mr Summerfield provide an updated Project Plan to the Committee before the 19 February 2019 Council meeting.

01/18  
DC

#### **Resolved**

That the Audit and Risk Committee – Development Contributions Sub-Committee receives the 'Reserves and Open Spaces strategy' report, dated 16 October 2018.

**Moved/seconded by: Fox/McLean**

### 3 Public excluded

- 02/18 **Resolved**  
DC That the public be excluded from the following parts of the proceedings of this meeting namely:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of the resolution</b>
3.1 Development contributions	(7)(2)(g) – Maintain legal professional privilege.	(48)(1)(a) – That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

Moved/seconded by: Fox/Walker

- 04/17 **Resolved**  
DC That the public be re-admitted to the meeting and resolutions taken with the public excluded be confirmed in the public session except for the following items which are to remain in the Public excluded minute book.

<b>Item</b>	<b>Description</b>
3.1	Development Contributions

Moved/seconded by: Fox/McLean

Meeting closed at: 13:06

The foregoing minutes were certified as being a true and correct record of the meeting of the Audit and Risk Committee – Development Contributions Sub-Committee held on 30 October 2018.

Chairperson \_\_\_\_\_ Date \_\_\_\_\_